

15 MAR 1974

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Office of Personnel Report - Week Ending  
15 March 1974

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1. Career Carousel: Recruiters [REDACTED] represented the Agency on 7 March at Winthrop College, Rock Hill, and South Carolina at a "Career Carousel." Six area predominantly women's colleges were present. Thirty-three business, government and industrial organizations were also represented. Our recruiters interviewed 23 candidates, of whom six were black. The recruiters observed that the large number of employers present suggested significant affirmative action programs. Among those represented were Coca-Cola, the Federal Reserve Bank, Allstate Insurance, Exxon, Owen Corning Glass, Xerox, Duke Power and the Bell System. It is noteworthy that both Duke Power and the Bell System have recently been involved in law suits concerning Equal Employment Opportunities.

2. Co-op Program:

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a. The first trip by [REDACTED] our Co-op Coordinator, to Spelman College, a school for black women in Atlanta, was a mixed success. [REDACTED] the OER representative, and the Co-op Coordinator spent much of 12 March explaining to the campus Co-op Coordinator and the Chairman of the Economics Department the Agency's Co-op Program in general and OER's new Co-op Program for minority students in particular. Spelman College has no business administration department, so the students are enrolled in economics. The three young ladies selected for interview were articulate and had excellent Scholastic Aptitude Test scores and grade point averages. Unfortunately, all three young ladies were interested in business administration and not economics. We are optimistic that now that the school better understands our requirements, they will come up with applicants whose interests meet with our needs.

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b. Officers from the Office of Communications met on Thursday with the Coordinator for Cooperative Programs to work out details under which the latter will take over responsibility for recruiting Co-ops for Commo.

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3. Position Management:

a. In the supergrade survey work continued on developing job descriptions. The DDI descriptions are now in final form and the DDO descriptions are being reviewed to revise and update.

b. In the survey of the Office of Finance, audits began this week. A meeting was held with the Director of Finance to explain survey procedures and to clarify any questions. The audit of the Monetary Division is almost completed.

c. The survey of WH Headquarters' positions continued. Audits completed in Branches 1, 2 and 7, as well as WH [REDACTED] Processing for the Latin America field trip continued.

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4. Possible Impersonation Case: [REDACTED]

[REDACTED] has reported what is apparently an impersonation case. The local FBI office contacted our [REDACTED] office to report that a doctor in Coos Bay, Oregon had informed them that a patient, reportedly visiting in that area and who gave a Detroit, Michigan address, had mentioned to the doctor that he is an Agency employee, an operations officer concerned with Africa, and on his next return from Africa would be willing to bring out uncut diamonds. A check of staff, contract, security and applicant files indicates no relationship with the alleged employee. The Portland FBI office has been informed, as well as our Office of Security.

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5. STAFFING and PERSIGN/PERSTEP: The following tasks for implementation of Phase I of STAFFING and PERSIGN PERSTEP were completed:

a. Coding of identified dictionaries for PERSIGN/PERSTEP projects. These have been proofed and keypunched. Masters for the PERPAY Dictionary were coded and proofed. The latter were prepared at this time to expedite coding of salaries resulting from future legislative pay or prevailing rate changes.

b. The final draft and specifications of the six-part, interleaved carbon version of the new Form 261, Staffing Complement Change Authorization, was released to the Records Admin Officer/OP for procurement through Agency channels.

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c. Specifications for conversion of PERCON transactions is about 90 percent completed.

6. Best Seller: Correspondence Branch reports that on 11 March they received 70 requests for our employment brochure "Intelligence Professions" from schools throughout the country. Most of the requests were from high schools.

7. Legal Insurance: The Chief, Insurance Branch, along with a representative of OGC, attended a one-day conference on 14 March in New York City concerning Group Legal Insurances. The conference was sponsored by the American Management Association. The report from this conference is expected to assist the GEHA Board in determining whether or not prepaid Group Legal Insurance is feasible for GEHA sponsorship.

8. Classified Bulletin Board: We have been advised by Logistics Services Division that the new cases to be used to enclose the out-of-Headquarters classified bulletin boards will be delivered by mid-April.

9. Suggestion Awards Committee: Since 10 August 1973, a total of 126 employee suggestions have been processed regarding conservation of energy.

10. Rehired Annuitants: During the week I approved the following retired annuitant case for the Directorate of Management and Services:

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██████████ -- Office of Logistics -- Independent Contractor

Coming Events

1. Finalize adjustments in OP FAN's in terms of resource packages and initiate work on OP resources related to the FY 1975-76 Program Call.

2. As previously reported, the EAA annual meeting will be held in the Auditorium on 20 March.

3. Complete specifications for conversion of PERCON update transactions.

4. Begin defining acceptance test procedures for PERSIGN.

/s/ F.W.M. Janney

F. W. M. Janney  
Director of Personnel

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